

TERMS OF REFERENCE	
<b>Name of the project:</b>	Improve access to education, protection services, and develop resilience mechanisms in the face of food insecurity for conflict-affected populations in South Kivu, Maniema, North Kivu, and Ituri in DRC, funded by ECHO (HIP 25)
<b>Activity title:</b>	Recruitment of Four (4) Provincial Consultants for Non-Technical Survey (NTS) on Conventional Weapons (CW) and Improvised Explosive Devices (IEDs) in ECHO Project Targeted Communities
<b>Assessment area:</b>	Health zones of Fizi, Minembwe, Salamabila, Minova, Kayna, Alimbongo, Nizi, Nyankunde and Lita.
<b>Assessment Period:</b>	30 working days (In collaboration with ActionAid)
<b>How to submit:</b>	Applications should be sent to <a href="mailto:DRC.Job@actionaid.org">DRC.Job@actionaid.org</a> by <b>00h on August 26<sup>th</sup>, 2025</b> , with the subject line <b>"NTS Consultant – [Indicate Province Name] – ECHO</b>

## 1. Background

ActionAid DRC, under the ECHO HIP 2025 project, is implementing a multi-sectoral humanitarian assistance programme covering Education in Emergencies (EiE), Protection, and Disaster Risk reduction interventions, including mine action awareness and risk mitigation in conflict-affected provinces of the Democratic Republic of Congo (DRC).

In line with the mine action component, ActionAid DRC intends to conduct Non-Technical Surveys (NTS) in 110 targeted communities to identify and assess the presence, risk, and impact of Conventional Weapons (CW) and Improvised Explosive Devices (IEDs). These surveys will inform planning for Mine Risk Education (MRE), victim assistance, and advocacy for clearance activities.

To ensure localised, context-specific, and quality data collection, ActionAid DRC seeks to engage four (4) experienced provincial consultants to conduct the NTS in the following provinces:

- **Ituri** (22 communities)
- **South Kivu** (55 communities)
- **North Kivu** (15 communities)
- **Maniema** (18 communities)

## 2. Purpose of the Consultancy

The purpose of this consultancy is to conduct community-based non-technical assessments on CW/IED presence, risks, impacts, and community protection capacities, and to provide actionable recommendations for clearance prioritization, risk education targeting, and victim assistance. Specifically, consultants will:

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- A. Conduct Non-Technical Surveys (NTS) and assessments to identify areas contaminated or suspected to be contaminated by Conventional Weapons (CW) and Improvised Explosive Devices (IED), and to evaluate associated risks and impacts in assigned communities.
- B. Engage with local communities, leaders, schools, and relevant authorities to gather historical and recent incident data, ensuring inclusive participation of vulnerable groups.
- C. Verify and map hazardous areas, identifying contamination patterns and capturing community risk perceptions using both community inputs and secondary data.
- D. Assess community knowledge, attitudes, and practices related to explosive ordnance risks, and document existing community protection mechanisms and referral pathways for victims.
- E. Identify and analyse community protection needs and explore potential linkages to education, livelihoods, and other relevant support services.
- F. Develop and provide recommendations for risk education targeting, victim assistance, marking, clearance, and safe access to services.
- G. Produce and submit a comprehensive provincial report summarising findings, mapping results, and actionable recommendations for further action.

### 3. Scope of Work

Each consultant will:

- A. Conduct NTS in the assigned communities using approved national and international mine action standards (IMAS) and ActionAid tools (where needed).
- B. Verify and map suspected hazardous areas (SHA) and Areas of Confirmed Hazard (ACH) with GPS coordinates and appropriate maps, analyze contamination patterns, and integrate community risk perceptions using both primary and secondary data.
- C. Collect qualitative and quantitative data on:
  - Community knowledge, attitudes, and practices related to explosive ordnance risks, and document existing protection mechanisms, including referral pathways for victims.
  - Incidents or sightings of CW and IEDs.
  - Impact on civilian movement, livelihoods, and access to services.
  - Existing risk awareness and coping mechanisms in the community.
  - Other relevant data as determined by team
- D. Engage community members (disaggregated by gender, age, and vulnerability) through key informant interviews (KII) and focus group discussions (FGD).
- E. Coordinate with local authorities, protection actors, and mine action stakeholders in each province.
- F. Formulate actionable recommendations for risk education targeting, victim assistance, hazard marking, clearance prioritization, and safe access to essential services.
- G. Ensure full adherence to safety, safeguarding, and ethical protocols during fieldwork.
- H. Prepare and submit a comprehensive provincial report on findings, maps, and clear, actionable recommendations for follow-up interventions.

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#### 4. Deliverables

Each consultant must submit:

1. Inception Report (maximum 5 pages) detailing:
  - Understanding of the assignment.
  - Detailed work plan and methodology.
  - Data collection tools and approaches.
2. Daily Field Progress Updates to ActionAid focal person.
3. NTS Data Collection Forms completed for each community, with signed verification by community leaders and GPS coordinates (including soft copies).
4. Full set of raw data collected from field.
5. Community Hazard Maps.
6. Final NTS Report for the province (max. 20 pages), including:
  - Executive summary.
  - Methodology.
  - Findings (quantitative and qualitative).
  - Identified risks and recommendations.
  - Annexes (photos, maps, KII/FGD summaries).

#### 5. Duration and Level of Effort

The consultancy will be carried out over a maximum period of 30 working days per province, including:

- 5 days for planning, inception, and tool finalization.
- 20 days for field data collection.
- 5 days for data analysis, reporting, and validation.

#### 6. Required Qualifications and Experience

- Proven experience in mine action, especially Non-Technical Survey, risk education, or humanitarian protection.
- Strong understanding of Conventional Weapons and IED contamination in conflict settings.
- Experience working in the assigned province or similar conflict-affected areas in DRC.
- Proficiency in French and local languages relevant to the province.
- Strong skills in data collection, mapping, and GPS use.
- Ability to conduct gender-sensitive and inclusive community engagement.
- Familiarity with IMAS standards is an asset.

#### 7. Reporting and Supervision

The consultants will report directly to the ECHO Project Coordinator and work closely with the Provincial Project Officers and MEAL Team.

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## 8. Logistics and Support

ActionAid DRC will:

- Provide official introduction letters to authorities.
- Facilitate coordination with local stakeholders

Consultants will be responsible for:

- Develop NTS data collection tools and formats.
- Arranging their own transport, accommodation, and field expenses (unless otherwise stated in contract terms).
- Ensuring their own personal safety and security in line with ActionAid's guidelines.

## 9. Ethical Considerations

All activities must comply with:

- IMAS 05.10 on Information Management.
- ActionAid's Safeguarding Policy.
- Do No Harm principles.
- Informed consent procedures for all participants (For photos and videos collected, consultants will use ActionAid's consent forms).

## 10. Application Process

Interested candidates should submit:

- A technical proposal (max. 5 pages) outlining methodology and work plan.
- An updated CV highlighting relevant experience.
- Two professional references.
- A financial proposal (in USD) with daily rate and total cost.

## 11. Deadline for submission

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For ActionAid



Administration

  
International D.R. Congo

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